

**BOARD OF PARK COMMISSIONERS
REGULAR MEETING
Watson Park Enclosed Shelter
3022 South McLean Boulevard
Saturday, September 19, 2009
9:00 p.m.**

Present: Bryan Frye, Tom Roth, John Stevens, Andy Solter, Matt Goolsby, Randy Brown, Cindy Claycomb

Absent: none

Also Present: Doug Kupper, Director of Park and Recreation, Karen Walker, Assistant Director of Park and Recreation, Sharon Dickgrafe, Assistant City Attorney, Lee Ann Sack, Clerk

Interim President Frye called the meeting to order at approximately 9:10 a.m.

Frye welcomed two newly appointed Board members to the meeting, Randy Brown (At Large) and Cindy Claycomb (District VI).

PUBLIC AGENDA

None.

REGULAR AGENDA

Item 1: Approval of Minutes

Motion by Solter, second by Stevens, IT WAS UNANIMOUSLY VOTED TO APPROVE the Park Board minutes of August 10, 2009.

Item 2A: Election of Officers

Roth and Stevens presented the nomination of officers to the Board of Park Commissioners; Frye President, Solter Vice President, Goolsby Second Vice President. Frye asked for additional nominations or discussion. There was none. Frye, Solter and Goolsby accepted the nomination.

On a motion by Roth, second by Stevens, IT WAS UNANIMOUSLY VOTED to appoint Frye President, Solter Vice President, Goolsby second Vice President, for a term of one year.

Item 3A: Name 55th and Hydraulic

Kupper identified the land as a large parcel next to the water treatment plant in District 3. The design was developed under the direction of Phil Lambke in a Memorandum of Understanding with the Water Department. The playground is complete and the driveway, parking lot, and walking path is being constructed.

Naming should be considered under the guidelines of City Council Policy 13.

Brown and Claycomb requested a listing of all named parks. Kupper advised that this information is available on the City Website, Park and Recreation page. Brown and Claycomb agreed to access the information online, in an effort to become more environmentally responsible as a Park Board.

Solter asked for a 30 day extension for additional input from neighborhood associations and Vice Mayor Skelton.

Frye asked for naming suggestions from Board members. None were offered.

Solter will bring a recommendation to the October 19, 2009 meeting.

Item 4: Review of Pending Issues

Frye asked if any Board member had items they would like brought before the Board.

Brown asked if studies had been completed for placement of the new Lincoln Street dam, south of downtown.

Kupper stated that Public Works had studied whether the placement could be farther downstream, but it was not a viable option due to topographic and grade changes. Other options for a traversable dam are being considered.

Solter asked if removing the Lincoln street bridge and replacing the bridge and dam is being considered.

Kupper will inquire if anyone from Public Works will be available to make a presentation on this subject to the Park Board.

Solter informed the Board of discussion to add bike lanes on East Douglas. Opposition is anticipated from churches that will lose parking spaces. Solter requested a future presentation to the Board in order to solicit support for the project.

Brown expressed concern about trash and debris accumulation on and near the river.

Kupper stated that the Little Arkansas River is not a traversable stream, so land ownership goes to the middle of the river. Both rivers are extensions of storm water management. In some areas, grass is left at 18" height to discourage geese. Kupper will ask for grounds maintenance to be reviewed in the area.

Item 5: Updates from the Director and Acting President

The Kingsbury project encompasses 420-440 acres north and west of the closed Brooks landfill located at K96 and the Arkansas River. On October 19, RDG Design Consultants will be presenting the design to the Park Board. October 20, RDG will present to the City Council during workshop. Some of the highlights will include an inner city clear water lake, 14 miles of trails, swimming beach and cable water skiing.

The park is designed to be energy independent.

Item 6: Issues on the Horizon

None.

Item 7: Adjourn

There being no further business, Frye adjourned the meeting at approximately 9:45 a.m.

Park Board Retreat

Present: Bryan Frye, Tom Roth, John Stevens, Andy Solter, Matt Goolsby, Randy Brown, Cindy Claycomb

Absent: none

Also Present: Doug Kupper, Director of Park and Recreation, Karen Walker, Assistant Director of Park and Recreation, Sharon Dickgrafe, Assistant City Attorney, Lee Ann Sack, Clerk

President Frye called the Retreat to order at approximately 9:45 a.m.

1. Review of 2009 Park Board Goals

Frye read the 2009 Park Board Goals;

1. Continue to push forward, advocate for, and participate in the development of the Parks, Recreation, and Open Space (PROS) Plan.
 - A. Highlight successes initiated by the PROS Plan.
 1. Develop an annual report – State of the PROS.
 2. Develop ways to utilize Channel 7.
 3. Develop a Quarterly Status Report for release to media outlets; Newspaper, District Advisory Boards, Neighborhood Associations.
 - B. Park Board Members will be actively engaged in the Downtown Development Plan.
 - C. Build relationships, engage citizens and advocacy groups to participate in park projects and dedications.
 - D. Engage Youth by communicating in current technology. ‘Twitter’ the PROS Plan.

Continue

2. Actively advocate for the Park and Recreation Department’s annual budget requests (SP and SAPs) and bi-annual CIP submission.
 - A. Learn about the budget process and gain a solid understanding of the annual submission.
 - B. Elevate the importance of the annual P&R budget and CIP submission among various groups.
 - C. Meet with individual City Council members about P/R budget and CIP submission.
 - D. Make presentations to District Advisory Board’s about the importance of P/R budget and CIP submission.

E. Develop ways to involve the business community in supporting the budget and CIP submission.
Continue

3. Continue to work on developing relationships with other city boards, committees, initiatives and departments.

A. Invite speakers from other departments/groups to present to the Board on topics related to parks, recreation, and open space.

Golf Enterprise Fund, Forestry, Engineering and Public Works have or are scheduled to make presentations to the Board. *Continue*

4. Plan New Board Orientation in conjunction with Park Board Fall Retreat after new members have been selected.

Complete, Spring tour of facilities in planned.

5. Invite Legislative Representatives and non-profit organizations to participate in the promotion of Parks.

Continue

6. Review and Update Approved Rules and Regulations of the Board of Park Commissioners.

Continue

7. Move toward more 'Green' policies and procedures associated with the Board of Park Commissioners. Apply 'Green' policies toward Riverbank maintenance and product usage.

Continue

The Board discussed the degree that each goal had been addressed, planned changes, improvements and updates. Frye encouraged members to continue their enthusiastic promotion of parks.

It was agreed to move Item 5 to the next item in the agenda, due to the items relevance to Goals.

2. PROS

Walker presented the newly updated PROS book to the Park Board. Walker directed the Board to page 60, table 5 where parks are classified by usage, assets, asset condition and need. Neighborhood input directs the needs of community recreation centers and parks. Partnerships are being developed to bring new classes and educational opportunities to citizens.

Walker stated that Channel 7 advertising for Chapin Park and the city's first dog park has been completed. The park is located at Hydraulic and MacArthur.

Quarterly and yearly reports are being generated to show accomplishments in correlation to the PROS.

Stevens asked if the reports will show project completions by district. Walker said the plans are for detailing district needs, cost, and completion. Maintenance will be tracked by month. Stevens would like it to show the project need, plan for improvement, scheduled maintenance, and completion. Stevens stated that he is concerned about the continued needs in Grove Park.

Solter asked for quarterly updates or a special meeting to review and discuss the report.

Walker said that quarterly reports will be provided to the Park Board two weeks prior to a meeting for review. The target is to provide the first report at the Spring Retreat.

Kupper offered to meet individually with each Park Board member to go over the needs in their district.

3. Development of 2010 Park Board Goals

The following is the initial draft of 2010 Park Board Goals. The Goals are not in order of importance, but all are intended to be actively addressed during the 2010 Calendar year.

1. Continue to advance, advocate for, and participate in the development of the Parks, Recreation, and Open Space (PROS) Plan.
 - A. Highlight successes initiated by the PROS Plan.
 1. Develop an Asset Management Database.
 2. Continue to utilize Channel 7.
 3. Develop a Quarterly Status Report for release to media outlets; Newspaper, District Advisory Boards, Neighborhood Associations.
 - B. Build relationships, engage citizens and advocacy groups to participate in park projects and dedications.
2. Advocate for the Park and Recreation Department's annual budget requests (SP and SAPs) and bi-annual CIP submission.
 - A. Learn about the budget process and gain a solid understanding of the annual submission.
 - B. Elevate the importance of the annual P&R budget and CIP submission among various groups.
 - C. Meet with individual City Council members about P/R budget and CIP submission.
 - D. Make presentations to District Advisory Board's about the importance of P/R budget and CIP submission.
 - E. Develop ways to involve the business community in supporting the budget and CIP submission.
3. Continue to work on developing relationships with other city boards, committees, initiatives and departments.
 - A. Invite speakers from other departments/groups to present to the Board on topics related to parks, recreation, and open space.
4. Invite Legislative Representatives and non-profit organizations to participate in the promotion of parks.
 - A. Develop relationships to advocate for Parks.
 - B. Advocate for state funding.
5. Review and Update Approved Rules and Regulations and Bylaws of the Board of Park Commissioners.
6. Move toward more 'Green' policies and procedures associated with the Board of Park Commissioners. Apply 'Green' policies toward Riverbank maintenance and product usage.
7. Develop a Park Marketing and Communication Strategic Plan
 - A. Actively search for Grant opportunities.
 - B. Advocate for a full time marketing/communication position in the Park and Recreation Dept.

C. Advocate for an intern position to assist the marketing/communication position.

8. Continue to Develop Riverbank Revitalization and Advocacy

- A. Educate citizens on river access projects.
- B. Correlate river development into the PROS.

4. Bylaws, Ordinances, Rules and Regulations.

Dickgrafe reviewed the proposed updates to the Park Board Bylaws. It was agreed to move the regular meeting time from 3:30 to 3:00. Other minor wording changes were made and staff notification dates were moved from Thursday prior to Wednesday prior to a meeting. The Bylaws will be submitted for final Park Board approval at the October 19, 2009 regular meeting. They will then be presented to City Council for consent.

Dickgrafe explained the need to replace the park Rules and Regulations with enforceable Ordinances. The proposed Ordinances were reviewed and Dickgrafe answered questions from the Board.

Dickgrafe will update the Ordinance draft according to Park Board instruction and then present to the District Advisory Boards during October, November and December. Walker, Dickgrafe and the Park Board member representing each district will attend, if possible.

5. Kansas Open Meetings Act

Dickgrafe reviewed current statutes for open meetings policy and how they apply to the Board of Park Commissioners.

6. Alternative Revenue for Operations/Management or Capital or Both

Kupper stated the screening process is underway to find suitable companies for outsourced mowing of parks, ROW, and open spaces. 21 green vendors have responded to participate in the process. Notice has been delivered to 48 employees that December 31, 2009 will be their employment termination date. Some employees are being offered jobs in other city departments, effective immediately.

Alternative revenue options are being sought. The Park Board is encouraged to communicate innovative ideas for consideration.

7. New Capital Improvement Ideas

Ideas are being pursued. The Park Board is encouraged to actively participate. Discovering new funding ideas to complete needed facility maintenance is essential to prevent parks from falling into disrepair.

8. Playful City USA

Following the retreat is the first annual Wichita Play Day. Park Board members are encouraged to walk around the park and witness all of the activities that are free to the public.

There being no other business, Frye adjourned the Retreat at approximately 12:45. The Park Board was invited to go directly to the Watson Park Train, for a tour around the park

Bryan Frye, President

Lee Ann Sack, Clerk